

SCOPE OF SERVICES

FIRE/RESCUE/EMS

COMPREHENSIVE SYSTEM ASSESSMENT

PROJECT GOALS AND SCOPE OF WORK

Project Goals and Scope of Work

The purpose of this study is to identify areas within the present Emergency Services system where efficiencies and increased effectiveness can be gained, and duplications reduced or eliminated. Emergency Services, for the purpose of this scope, is defined as response to fire, medical and rescue emergencies to include hospital transport of patients, first response, communications, hazardous materials, Medical Director and air operations. In addition, any non-emergent services provided by named agencies are to be evaluated. Such services may include but not be limited to public education/relations, training, inspections and fire investigation. Law enforcement is excluded. The primary focus of the study is to reduce costs and/or to improve efficiencies. Agencies that will be part of this scope are the following: Seminole County, City of Altamonte Springs, City of Casselberry, City of Lake Mary, City of Longwood, City of Oviedo, City of Sanford, and City of Winter Springs.

Analysis and Report

The consultant shall conduct an analysis of the named Emergency Service Systems of Seminole County and produce a report that includes the following elements.

Examination of the Existing System – The report shall contain a description of the existing Seminole County fire/rescue and emergency medical services system. The report shall describe performance standards, including how each agency calculates “response times”, compliance with those standards, and operating costs. The analysis shall focus on current fire department capabilities, services, manpower, performance, resources, and operating costs for each agency, identification and evaluation of special services provided by each agency, location of existing fire stations, and identification of any gaps in service delivery. The analysis shall include a description of the funding sources for the services provided by the agencies. In those instances where services are provided by a local unit of government, the equivalent millage shall be determined for comparative purposes.

Examination of Related System Components – The report shall contain a description of the related system components detailed as follows. The description of each component shall include description, funding source(s), personnel cost including each agency's pension system, operating costs (as

noted above), performance standards, and compliance with those standards. Those components shall include but are not limited to:

- a. E-911 Emergency Telephone System and Call Routing Process
- b. Fire/Rescue and Emergency Medical Services Communications/Dispatching (to include PSAP delay and synchronization)
- c. EMS Medical Direction
- d. EMS Training.EMS
- e. Reporting/Records Management
- f. Fire Reporting
- g. Fire and all special operations to include specialty apparatus use, hazardous materials emergency intervention, and technical rescue.

System Design Options

The overall criteria for any option shall be maintenance of at least the current standard of care, level of service, and response time at less cost; with the optimum goal to maintain continuity of service at the highest level while identifying means to reduce cost initially and over time.

The report shall contain a description of a minimum of three (3) ranked system design options, one (1) of which shall be the status quo or existing system provided that recommendation includes suggested cost savings or improved efficiencies. The description of each option shall include as a minimum the following:

- Performance Standards/Criteria/Definitions
- Operational Costs
- Funding Source(s)
- Benefits
- Risks and Challenges
- Solutions to overcome those risks and challenges
- System Oversight Mechanism
- Implementation strategy which includes a timeline

The system design options may include any of the following or any other model deemed appropriate by the consultant and not listed below:

Modified Status Quo – Continue the existing system but present other mechanisms than those already in place to improve service across the County.

Complete Consolidation - Fire Department initial response and transport to fire, rescue, and medical emergencies with a full or partial consolidation of all fire departments in the County under one authority.

Functional Consolidation - Maintain separate fire departments but functionally consolidate some services such as training and fleet maintenance.

Municipal Based Regional Distribution System – Utilizes a series of municipal based service hubs that provide service to both municipal and unincorporated areas.

System Oversight

The report shall include a discussion of various models utilized for system performance measurement and oversight. The consultant shall include a specific discussion of the use/establishment of an Emergency Services Advisory Group, Fire Control Board, EMS Advisory Board, Medical Control Board, and/or any other mechanism or combination of these listed. The discussion shall include composition of such oversight groups, the scope/limitations of authority, and the mechanism to establish such entities.

Interlocal Agreements

The report shall include a discussion of an examination of the current interlocal agreement(s) for fire/rescue and EMS services between applicable agencies within Seminole County. The discussion shall include the consultant's assessment of efficacy of those agreements, as well as recommendations for modification of the system.

Methodology

The consultant shall meet with each provider and gather data necessary to describe the system and support the conclusions and recommendations contained in the report. The consultant shall facilitate a minimum of four (4) community/citizen input sessions, one (1) in each quadrant of the County, to solicit citizen comments and views on this subject. Notices of these meetings are required to be advertised, in advance, with local news media, in accordance with Florida Statutes 119 "Sunshine Law." Upon completion of a draft report, the consultant shall meet with the technical review committee prior to presentation of the final document. Upon contract award, it is anticipated that the study would be completed within 120 days.

7-27-06

FIRE RESCUE CONSULTANTS

Matrix Consulting Group
2470 El Camino Real, Suite 210
Palo Alto, CA 94306
www.matrixcg.net

Carroll Buracker & Associates Inc.
1881 College Avenue, Suite 100
Harrisonburg, VA 22802
www.buracker.com

TriData
1000 Wilson Boulevard
Arlington, VA 22909
www.tridata.com

McGrath Consulting Group, LLC
P.O. Box 190
Wonder Lake, IL 60097

Almont Associates
P.O. Box 338
Almont, CO 81210

Municipal Fire Services Consulting
545 8th Avenue, Suite 401
New York, NY 10018

Emergency Services Consulting, Inc.
25200 SW Parkway Ave., Suite 3
Wilsonville, OR 97070
www.esci.us

The Ludwig Group, LLC
9525 E. Vista Dr., Suite 200
Hillsboro, MO 63050

Sorenson Wilder and Associates
111 N. Michigan Avenue
Bradley, IL 60915
815-933-5977
Fax: 815-933-1464
Swilder@swa4safety.com

JLN Associates, LLC
John L. Nickerson, Principal
177 Mile Creek Road
Old Lyme, CT 06731
860-460-0981

RCC Consultants, Inc.
Wayne F. Stack, Director, Mid Atlantic
2809 Emerywood Parkway, Suite 505
Richmond, VA 23294-3725
804-353-0300, Ext. 106
Fax: 804-353-8059
wstack@rcc.com
www.rcc.com

L. Robert Kimball & Associates
Curt J. Andrich
1047 Technology Park Drive
Richmond, VA 23059
804-262-0300
Fax: 804-262-3702
curtandrich@lrkimball.com

Dr. Andrew Morral, Director
Safety and Justice Program
RAND Corporation
1200 S. Haynes St.
Arlington, VA 22202-5050